

## ***GENERAL OFFERINGS***

### **Instructor Supported Learning Lab**

This interactive workshop will assist participants struggling with a computer application needed to complete an on-the-job project. With the guided help of an instructor, participants receive one-on-one support for up to 45 minutes to get their work project back on track. Instructors can support projects utilizing any Microsoft Office program (Word, Excel, PowerPoint, Access, Publisher, OneNote and Project). Consider saving a copy of the project you are working on to a CD or thumb drive and bring it with you for guided assistance on your project.

**Objectives:** At the end of the workshop, program participants will be able to:

- Utilize specific tips making it easier to complete existing projects back at the job

**Instructor(s):** Beth Thompson, Instructor

**Audience:** Any interested City employees who needs computer application performance support and targeted instruction in order to complete a particular project back at the job site. Prerequisite: The interested City employee should have attended a prior computer training course in the relevant application or be able to demonstrate prior experience using the application. *The learning lab is not a substitute for a training class.*

**Time:** 1:00 pm – 4:30pm. (Sign up for a 45-minute session)

**Location:** 831 Massachusetts Avenue; 2<sup>nd</sup> floor training room

**To Register:** Contact the Personnel Department at 617- 349-4332 or [tahmed@cambridgema.gov](mailto:tahmed@cambridgema.gov)

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